



PBS Client Enrichment Series

***eRETA eNCORE! - Using GSA's New Electronic RWA Tools
the presentation will start at 1:00 PM Eastern***

Note: Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your “Chat” pane. Our Subject Matter Experts will answer as many of the questions as possible throughout the presentation. All questions will be captured, and formal Q&A will be posted on our Client Enrichment Series website, www.gsa.gov/ces

Client Enrichment Series

- Prior Presentation – GSA's Consolidation Fund Program
- **TODAY – eRETA eNCORE!**

www.gsa.gov/ces

ClientEnrichmentSeries@gsa.gov



eRETA eNCORE!- Using GSA's New Electronic RWA Tools external RWA Entry and Tracking Application (eRETA)

March 8, 2018

Presented by:

Steve Sacco

Reimbursable Services Program Manager

GSA-PBS Project Delivery Excellence Division

Office of Design & Construction



Hosted by:

James Fotopoulos

Regional Client Planning Manager

Portfolio Management Division

PBS Region 6 Kansas City



RETA & eRETA

RETA/eRETA stands for “RWA Entry and Tracking Application” – GSA’s electronic repository for all RWA projects.

RETA/eRETA is technically one application; the primary differences are:

- Logging in (internally vs externally)
- RWAs that are accessible (customers by AB Code, GSA by GSA Region)

RETA/eRETA contains all RWA financial information as well as an electronic document file that includes copies of the RWA 2957 form, Receipt, Acceptance, Completion and Closeout letters, and much more.

RWA Financial Information in RETA is updated 3x a day from GSA’s Financial Management System.

Gaining Access and Training Materials

www.gsa.gov/ereta



TRAVEL

REAL ESTATE

ACQUISITION

TECHNOLOGY

POLICY &
REGULATIONS

Home > Real Estate > Real Estate Services > Reimbursable Services (RS) Program > ERETA RWA Customer Portal >

REIMBURSABLE SERVICES (RS) PROGRAM

Overview

About RWAs

Billing & Payment

> eRETA RWA Customer Portal

eRETA Training Materials

How do I access eRETA

Policy & Guidance

Training & FAQs

eRETA RWA Customer Portal

[How Do I Access eRETA?](#) | [eRETA Training Materials](#)



New Digital Features Now Available in eRETA

We are very excited to announce that in May 2017, the General Services Administration, Public Buildings Service (GSA-PBS) enhanced its Reimbursable Work Authorization (RWA) intake process by offering an electronic alternative to several existing manual processes.

These new features include:



Electronic RWA Enhancements

- New electronic efficiency features rolled out in 2017 allow our RWA customers to:
 - Submit new RWA Work Requests electronically online
 - RWAs can no longer get “lost” since requests are saved in the system.
 - Keep GSA accountable to responding to your requests!
 - eRETA quality checks lots of information instantly - no waiting for GSA!
 - Increases efficiencies due to automated routing to all POCs.
 - Electronically initiate amendments for **existing RWAs** and submit them into GSA’s database or route them to GSA for acceptance.
 - Upload documentation into eRETA to maintain an electronic “RWA file”.
- Digital signature functionality to sign RWAs (with trace docs in eRETA)
 - No RETA access required to digitally sign - just need an email address. You can even sign from your phone!
- *These features are all optional, but highly encouraged*

Customer Data Entry & Digital Signature in a Nutshell

- **How does Customer Direct Data Entry work?**
 - Customers submit new project or service need (called RWA “Work Requests”) directly to GSA in under 60 seconds. **Tracking number generated.**
 - The Work Request is routed to the appropriate GSA regional office who assigns a GSA Project Manager.
 - Customer fills out remaining fields which is the equivalent of page 1 of the RWA 2957 Form
- **Digital Signatures**
 - Optional for Customer Agency Fund Certifying Official but required for GSA-PBS Approving Official
 - Corrections to data can be made by GSA or customer before signatures requested - mitigates need for customer to sign multiple times
 - **eRETA access is NOT needed to use digital signatures**
 - GSA will route the RWA for digital signature(s) just prior to acceptance

eRETA Adoption as of Today...

- **Nearly 1100 total eRETA Users (as of 3/7/2018)**
- **Top 10 customer agency users are:**
 - DHS (244)
 - Judiciary (132)
 - SSA (132)
 - DOJ (125)
 - Treasury (57)
 - HHS (48)
 - Interior (41)
 - Dept of State (32)
 - Dept of Defense (31)
 - Dept of Transportation (30)

eRETA Quiz Questions

1. **Once granted eRETA Data Entry rights, can you edit/amend RWAs that were added to the system before your access was granted?**
 - Yes, if the RWA is still “Active” and belongs to my Agency Bureau Code(s)
 - No, eRETA users can only amend RWAs they entered from this point forward

Yes!

2. **Do you need an eRETA user ID and password to use the digital signature functionality?**
 - Yes
 - No

No!

eRETA Welcome Screen

RETA RWA ENTRY
& TRACKING
APPLICATION

steven.sacco@gsa.gov

SEARCH FINANCIAL REVIEW DOCUMENTATION ESTIMATES

GSA

Current Date and Time:

Friday, April 15, 2016 12:10:08 PM

Print/Save Report

Note Board & User Resources

National RETA Note Board:

Virtual eRETA training session – Thur 4/21 @ 2pm ET

New eRETA enhancements now provide you with more than 4x the RWA data than before, creating greater transparency and easier tracking of work requests and amendments. New e-signature and submission of RWA forms are also on the horizon! Join GSA's RWA experts at our upcoming session to see how we are streamlining RWA interactions between our agencies at this month's Client Enrichment Series (CES) session. >>> Register at www.gsa.gov/ces

Logged in User Details



User ID: steven.sacco@gsa.gov

Agency(ies):
01007 - JUDICIARY, UNITED STATES BANKRUPTCY COURT
01017 - JUDICIARY, UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT
07054 - DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN

Group(s): ERETA_READ_ONLY_USER








Other Applications & Resources:
[RWA Customer Site \(www.gsa.gov/rwa\)](http://www.gsa.gov/rwa)
[RWA Form 2957 \(www.gsa.gov/forms\)](http://www.gsa.gov/forms)
[Small Projects and Reimbursable Services \(SPRS\) Division](#)
[RWA Billing Details - Vendor & Customer Self Service \(VCSS\)](#) (Separate log-in will be required)
[Treasury Credit Card Site \(www.pay.gov\)](http://www.pay.gov)
[Rent on the Web \(ROW\)](#)

eRETA Navigation and Search Screens

RETA RWA ENTRY & TRACKING APPLICATION steven.sacco@gsa.gov   



SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Work Request / RWA Search Hide Criteria

<u>WR/RWA Type</u> Select options 	<u>WR/RWA Number</u> <input type="text"/>	<u>Closure Status</u> Select options
<u>WR/RWA Status</u> Select options		<u>Organization Code</u> <input type="text"/> 
		<u>Region</u> Select options
<u>Building Number</u> <input type="text"/> 	<u>Building Name</u> <input type="text"/>	
<u>Primary Worksite City</u> <input type="text"/>	<u>Primary Worksite State</u> Select options	<u>Building Type</u> Select options
<u>Agency Bureau Code</u> 01005, 01007, 01017, (<input type="text"/>	<u>Agency Name/Bureau Name</u> <input type="text"/>	
<u>BOAC</u> <input type="text"/> 	<u>Severable Service</u> Select options	<u>Customer Funding Type</u> Select options
<u>PDN</u> <input type="text"/> 	<u>PCN</u> <input type="text"/>	<u>Customer ID</u> <input type="text"/>
<u>Authorized Amount from \$</u> <input type="text"/> <u>to \$</u> <input type="text"/>	<u>Agency Accounting Data</u> <input type="text"/>	<u>User ID</u> <input type="text"/> 
<u>RWA Acceptance/Start Date from</u> <input type="text"/>  <u>to</u> <input type="text"/> 	<u>Agency Contact Email</u> <input type="text"/>	<u>GSA PM/POC Email</u> <input type="text"/>

RWA Search Summary

You are in Read-Only Mode

 Form 2957
  Print

Financial information as of Pegasys last download: 04/15/2016 13:34 ET

RWA #: N1020979 Estimate Tracking #: SCID0705414190041 Work Site: ID4353ZZ Building Name: SKYLINE	REXUS Lease Project #: Lease #: Building Type: Leased	Acceptance/Start Date: 07/07/2014 Completed/Cancelled Date: Last Billed Date: <Pending> Financial Term Date: Financial Close-Out Letter Date:
--	--	--

Agency Name: DEPARTMENT OF HOMELAND SECURITY Bureau Name: TRANSPORTATION SECURITY ADMIN ABC: 07054 ALC: 70110001 BOAC: 703094	PBS Office Symbol: 10PSE Organization Code: P1070001 Organization Name: REAL ESTATE ACQUISITION DIVISION	Customer DUNS: Seller (GSA) DUNS #: 130944296
--	---	--

Agency Fund Year: 2015 Agency Fund Type: M-Multi-Year Exp Date Obl Auth: 09/30/2016 Customer Order #: 3414204RES365 MOD1	Overhead Rate: 0.055364 Interfund PDN: Interfund PLN:	Treasury Symbol: 07020152016 0550 000 Requisition ID #: 2114204RES365
---	--	--

Agency Accounting Data: 5 AV156A000D 2015 ADE020 GE0000 7700 6402 642RES 5903001403020000 3221 MOYERP
Customer funding information is as of the most recent submission; a history of customer funding is available under the 'RWA History' link.

Accepted Authorized Amt: \$140,427.55 Commitments: \$86,163.05 Obligations: \$0.00 Balance: \$54,264.50 UFCA Balance: \$140,427.55 Earned Income: \$0.00	Direct Costs: \$0.00 Reg. Mgmt. Fee: \$0.00 Overhead Assessed: \$0.00 Total Billed: \$0.00 Total Collected: \$0.00 Write-off Amount: \$0.00	Chargeback Amount: \$0.00 Bill Type: O-IPAC/IGTE Bill Term: M-Monthly Hold Billing: NO Last RETA Action: Submitted Successfully Service Type: Non-Severable
---	--	--

Last Obligation:	Last Financial Amendment: 08/12/2015	Last Admin Amendment: 02/02/2016
-------------------------	---	---

Customer Contact: Paul Moyer 571-227-1192 Paul.Moyer@dhs.gov	GSA PM/POC: Julie Donaldson 509-253-0566 julie.donaldson@gsa.gov	PBS Approving Official: James Phillip 509-353-0581 James.Phillip@gsa.gov
---	---	---

Description of Work: RWA TRN 6308; IDA On-Site; POP 6/30/2014-3/30/2015; OA#AID02082.6; TI Funds - Construction required for Break, Training and Admin Space. Paul Moyer - FRES POC Roger Grimes - GSA POC - 8/5/15 fund increase New POC Julie Donaldson

Navigate RWA Data Entry tabs

(RWA 2957 Form broken down across 7 screens)

You are in Read-Only Mode

[WR/RWA Number:](#) N1677089 [Status:](#) Submitted Successfully [Input Code:](#)  Edit

[Agency Bureau Code](#) 01005 [Agency Certified Amount](#) \$182,749.83

[Agency Name](#) JUDICIARY, DISTRICT COURTS OF THE UNITED STATES [Funding Authority](#) Non-Economy Act ▼

[Billing Type](#) N: Non-IPAC ▼ [Agency Billing Contact](#) christina_brunetti-moore@ ▼

[Billing Term](#) M: Monthly ▼ [Billing Contact Name](#) mOORE,Christina

[ALC](#) [Billing Contact Phone](#) (303) 844 - 2257 Ext

[Account Code/BOAC](#) 108887 [Funding Agency Code \(FPDS\)](#) 1027

[Billing Office Name](#) US DISTRICT COURT [Funding Office Code \(FPDS\)](#) 108300

[Agency Finance Billing Address](#) ROOM A-105 [Hold Billings](#) No ▼

[Street Address](#) 901 19TH STREET [Customer Order Number](#) RWA COXDCLERK170005

[City](#) DENVER

[State](#) Colorado

[Zip Code](#) 80294 -

[Fiscal Station Number](#)

[Requisition ID](#)

[Agency/Customer BPN/DUNS](#)

SUMMARY

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Financial Review Summary

FINANCIAL SUMMARY

Financial Summary

Back to RWA List
Obligation and expense information as of VAT 105 Posted 04/15/16
Print
VCSS - Bill Search

RWA: N1020979 Construction Tis
RWA Status: Submitted Successfully
ETN: SCID0705414190041
Estimate Approval Date: 02/01/2016

REXUS Lease Project #:
Lease #:

Organization: P1070001 REAL ESTATE ACQUISITION DIVISION
Office Symbol: 10PSE
Worksite: ID4353ZZ SKYLINE 2140 N SKYLINE DR IDAHO FALLS ID 83402
GSA PM/POC: julie.donaldson@gsa.gov

Agency: 07054 DEPARTMENT OF HOMELAND SECURITY, TRANSPORTATION SECURITY ADMIN
Billing Office Address Code (BOAC): 703094 DEPARTMENT OF HOMELAND SECURITY, TSA

Acceptance/Start Date: 07/07/2014
Substantial Completion Date:
Cancellation Date:
<Pending> Financial Term Date:
Last Bill Date:

Total Billed: \$0.00
Chargeback Amount: \$0.00
Total Collected: \$0.00
Write-Off Amount: \$0.00

RWA 1020979 RWA History Documentation ETN SCID0705414190041

Authorizing Details Rollup

	Current Authorized	Commitments	Obligations	Balance	Expenses	UFCO
Construction/Const Support	\$127,943.00	\$86,163.05	\$0.00	\$41,779.95	\$0.00	
Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Security/Protection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Space Changes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Studies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Utilities/O&M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Direct Costs	\$127,943.00	\$86,163.05	\$0.00	*\$41,779.95	\$0.00	
RWA Fees	\$12,484.55	\$0.00	\$0.00	\$12,484.55	\$0.00	
Total	\$140,427.55	\$86,163.05	\$0.00	\$54,264.50	\$0.00	\$140,427.55

* Total Direct Balance is the amount available before or without Overhead Charges for the project manager to spend.

Access to Electronic Documentation

Select Page Size: 20 ▼

Documents					
Document Type	Document Name	Last Modified By	Last Modified Date	Upload Date ▼	System ▲
	Description				
Estimates	RETA ESTIMATE 2016-02-01	jenette.troberg...	02/01/2016	02/01/2016	
	RETA Generated Estimate - SCID0705414190041				
RWA 2957 Form	RETA 2957 FORM 2016-02-01	jenette.troberg...	02/01/2016	02/01/2016	
	RETA Generated 2957 Form Submitted to Pegasys on 2016-02-01				
Customer Correspondence (Email)	Acceptance Email	marnelle.devos...	08/12/2015	08/12/2015	
CL2 - Acceptance	Acceptance Letter	marnelle.devos...	08/12/2015	08/12/2015	
RWA 2957 Form	RETA 2957 FORM 2015-08-12	joan.kostello...	08/12/2015	08/12/2015	
	RETA Generated 2957 Form Submitted to Pegasys on 2015-08-12				
Estimates	RETA ESTIMATE 2015-08-12	joan.kostello...	08/12/2015	08/12/2015	
	RETA Generated Estimate - SCID0705414190041				
RWA 2957 Form	N1020979 Amendment	marnelle.devos...	08/10/2015	08/10/2015	
Customer Correspondence (Email)	Receipt Email	marnelle.devos...	08/05/2015	08/05/2015	
CL1 - Receipt	Receipt Letter	marnelle.devos...	08/05/2015	08/05/2015	
Customer Correspondence (Email)	Selected Documents Email	tina.vigorito...	07/15/2014	07/15/2014	

RWA Transactional History and Yellow Navigational Hyperlinks

RWA History **Signature History**

Transaction History

History as of: 07/24/2017 RWA Number: N1639904
Created By: betty.saechin@gsa.gov Created Date: 02/21/2017
Last Bill Date: 06/19/2017 Total Billed: \$6,527.96 Total Collected: \$6,527.96 Write Off Amount: \$0.00

[RWA: 1639904](#) [Financial Review](#) [Documentation](#) [Comments](#) [ETN: SCCA0100717045026](#)

History Records

Submission Date / Restored Date	Updated By	Authorized Amount	Customer Funding	ABC/BOAC	Input Code	Acceptance / Start Date	Com <Ca
Agency Accounting Data							
05/24/2017 092000 B09CAEC-2515	betty.saechin@gsa.gov..	\$8,076.05	2017-A-2017	01007 / 1093AE	N	02/21/2017	
02/23/2017 092000 B09CAEC-2515	betty.saechin@gsa.gov..	\$8,076.05	2017-A-2017	01007 / 1093AE	A	02/21/2017	

Indicates a truncated field

Access to Summary Cost Estimates and OT Utility Estimates

SUMMARY COST ESTIMATE

COSTS ASSOCIATED WITH CONSTRUCTION			
*TI Scenario: 4- Post Initial Occupancy, Owned Or Leased			
		GSA (Shell) Costs	Tenant (RWA) Costs
1. E.C.C.A. (Estimated Cost of Construction at Award)		\$0.00	\$127,943.00
2. Construction Contingency:	Choose Method		
	1- Percent of Line 1	0.00%	\$0.00
3. Estimated Construction Cost: (Line 1 + Line 2)		\$0.00	\$127,943.00
4. Space Planning Cost (Programming through Design Intent)		\$0.00	\$0.00
5. Design: (All costs associated with design narratives, models, calculations, specifications, construction drawings and cost estimates). Select cost method from menu and enter appropriate value in line 5	Choose Method		
	1- Percent of Line 3	0.00%	\$0.00
6. Const.Mgt. and Inspection: Select from menu and enter appropriate value in line 6	Choose Method		
	Not Applicable	\$0.00	\$0.00
7. Miscellaneous: (identify)		\$0.00	\$0.00
8. PBS Travel Associated with the TI Work (if applicable):		\$0.00	\$0.00
9. Total Design and Const.Costs: (Lines 3 through Line 8):		\$0.00	\$127,943.00
10. TI Allowance:			\$0.00
11. Amount of TI Allowance Customer Willing/Able To Buy Down In Excess of What Is Necessary:			\$0.00
12. TI To Be Amortized In Rent:			\$0.00
13. Reimbursable Construction Cost:			\$127,943.00
14. Regional Management Fee: (select fee method)	Choose Method		
	Standard 4% Fee Applies		\$5,117.72
15. Reimbursable Cost with Regional Mgmt.Fee:			\$133,060.72

Per PBS Pricing Policy, the Regional Management Fee is assessed on all amounts shown above in the 'Costs Associated with Construction' section; excluding the existence of a Pricing Deviation Waiver or work performed in a non-GSA managed facility (line 14).

ESTIMATE COST SUMMARY

RWA Const.Costs	\$127,943.00
Regional Mgt Fee	\$5,117.72
Const.& Regional Mgmt Fee	\$133,060.72
Moving	\$0.00
Telephones	\$0.00
Furniture	\$0.00
IT	\$0.00
Security	\$0.00
Other	\$0.00
Labor	\$0.00
Reimbursable Personal Property Costs	\$0.00
Total RWA Direct Costs	\$133,060.72
Overhead	\$7,366.83
Total Est RWA Authorized Amount	\$140,427.55

Creating/Submitting RWA Work Requests

The screenshot displays the RETA (Request Entry and Tracking Application) interface. The top navigation bar includes 'SEARCH', 'DATA ENTRY', 'FINANCIAL REVIEW', 'DOCUMENTATION', and 'ESTIMATES'. The left sidebar lists navigation options: 'CUSTOMER INFORMATION', 'BILLING INFORMATION', 'ACCOUNTING DETAILS', 'CUSTOMER APPROVAL', 'PBS INFORMATION', 'AUTHORIZING DETAILS', and 'PBS APPROVAL'. The main content area is titled 'Customer Information' and contains the following fields:

- WR/RWA Number:** (empty)
- Status:** (empty)
- Input Code:** (empty)
- Customer Request Date:** (empty)
- Customer Signature:** (empty)
- GSA Region:** (empty)
- Requested By:** (empty)
- GSA Data Entry:** (empty)
- Estimate Tracking No.:** (empty)

Below these fields, there are several sections for detailed information:

- Agency Bureau:** 07051-Department Of Homeland Security-Dhs/Customs & Border Protection
- Primary Building State:** New Mexico
- Building:** NM0083CL
- Address:** PALOMAS & 2ND ST
- Room Number/Specific Location in Facility:** (empty)
- City:** Columbus
- Building Name:** USBS COLUMBUS PRIMAR
- Zip Code:** 88029
- Overtime Utilities:** No
- Requested Service Period:** 01/23/2018 to 11/16/2018
- Estimated Amount:** \$2,500-\$150,000
- Agency POC:** denise.a.torres@cbp.dhs.gov
- GSA PM/POC:** (if known) Add new...
- Description of Requirements:** Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.

At the bottom, there is a 'Save' button (highlighted with an orange box) and a 'Reset Form' button. A note at the bottom left states: 'Enter comments to provide additional information to GSA:'.

- Data Entry Wizard allows customer to provide basic information to GSA about the requested project or service.
- Required fields are marked by a red asterisk (*)
- The “Description of Requirements” field should be as detailed as possible
 - Attach documents to provide more details if necessary
- A tracking “Work Request Number” is generated after the user clicks ‘Save’, which you will see on the next slide.

Creating/Submitting RWA Work Requests part 2

external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Information

Read-Only View

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

WR/RWA Number: W1713095

Status: New

Input Code: A

Customer Request Date:

Customer Signature:

GSA Region: 07

Requested By:

GSA Data Entry:

Estimate Tracking No:

* Required Fields

* Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection

* Primary Building State: New Mexico

Building: NM0083CL

Address: PALOMAS & 2ND ST

Room Number/Specific Location in Facility:

* City: Columbus

Building Name: USBS COLUMBUS PRIMAR

Zip Code: 88029

☐ Request for multiple buildings (If yes, Address in Desc. of Reqs.)

* Overtime Utilities: No

Requested Service Period: 01/23/2018 to 11/16/2018

☐ This work is related to other RWA(s)

Related RWA Number(s):

* Estimated Amount: \$2,500-\$150,000

Agency RWA Mailbox: Add new...

* Agency POC: denise.a.torres@cbp.dhs.gov

Name: Torres, Denise Alice

Phone: (949) 843-8389

GSA PM/POC: (if known) Add new...

Name:

Phone:

* Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.

(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

Enter comments to provide additional information to GSA:

Delete Save Submit Request Reset Form

Documentation Comments

- A tracking “Work Request Number” is generated after the user saves the request.

Creating/Submitting RWA Work Requests part 3

RETA RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

You are in Read-Only Mode

WR/RWA Number: W1713095 **Status: Unassigned** Customer Request Date: 11/02/2017 Requested By: external.DataEntryUser@gsa.gov
Customer Signature: GSA Region: 07 GSA Data Entry: Estimate Tracking No: Edit

Agency Bureau: 07051
Agency Name: DEPARTMENT OF HOMELAND SECURITY, DHS/CUSTOMS & BORDER PROTECTION
Primary Building State: New Mexico City: Columbus
Building Number: NM0083CL Building Name: USBS COLUMBUS PRIMAR
Address: PALOMAS & 2ND ST Zip Code: 88029
Room Number/Specific Location in Facility: Request for multiple buildings (If yes, Address in Desc. of Reqs.)
Overtime Utilities: No
Requested Service Period: 01/23/2018 to 11/16/2018
Related RWA Number(s):
Agency RWA Mailbox:
GSA PM/POC: (if known)
Estimated Amount: \$2,500-\$150,000
Agency POC: denise.a.torres@cbp.dhs.gov
Name: Torres, Denise Alice
Phone: (949) 643-8389
Name:
Phone:
Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.
(Limited to 500 Characters) Charges made above will simultaneously be made to the linked Estimate
Enter comments to provide additional information to GSA:

- After submitting the request to GSA, the Work Request will have an 'Unassigned' status, meaning GSA is in the process of assigning a PM to the project/service.
- Once GSA 'Assigns' a GSA PM to the WR, the customer may move on to following tabs. If the GSA PM is already defined, then the customer may move on to following tabs before GSA assigns the WR.

Creating/Submitting RWA Work Requests part 4

RETA RWA ENTRY & TRACKING APPLICATION external.DataEntryUser@gsa.gov GSA

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Customer Information

WR/RWA Number: W1713095 Customer Request Date: 11/2/2017 Requested By: external.DataEntryUser@gsa.gov
Status: **Assigned** Customer Signature: GSA Data Entry: teresa.alcorn@gsa.gov
Input Code: A GSA Region: 07 Estimate Tracking No:

RWA Type: **WR/RWA Number:** 1713095

* Agency Bureau: 07051-Department Of Homeland Security-Dhs/Customs & Border Protection

* Primary Building State: New Mexico Building: NM0063CL City: Columbus Building Name: USBS COLUMBUS PRIMAR
Address: PALOMAS & 2ND ST Zip Code: 88029

Room Number/Specific Location in Facility:

* Overtime Utilities: No Requested Service Period: 01/23/2018 to 11/16/2018
☐ This work is related to other RWA(s) Related RWA Number(s):

* Estimated Amount: \$2,500-\$150,000 Agency RWA Mailbox: Add new...

* Agency POC: denise.a.torres@cbp.dhs.gov GSA PM/POC: (if known) steven.sacco@gsa.gov
Name: Torres, Denise Alice Name: Sacco, Steve
Phone: (949) 643-8389 Phone: (202) 208-8177

* Description of Requirements: Installation of magnetic lock system to pedestrian processing exit doors to include an audible alarm. Additional requirements: Magnetic locking systems to be tied into fire alarm system to release doors upon fire alarm activation.
(Limited to 500 Characters) Changes made above will simultaneously be made to the linked Estimate

To view any previously entered Comments click the Comments link at the bottom of this screen.

Documentation Comments

- Once GSA assigns a PM, the customer receives an automated email notifying them of the assigned PM.
- Customer now has access to all customer tabs in RETA (equivalent of page 1 of RWA Form 2957).
- Requirements development and cost estimating should occur between GSA and customer offline.
- Once GSA PM creates estimate in RETA they can link it to your WR for easy viewing in eRETA and/or email it to you

Entering RWA Information (Billing Info)

external.DataEntryUser@gsa.gov

SEARCH DATA ENTRY FINANCIAL REVIEW DOCUMENTATION ESTIMATES

Billing Information

WR/RWA Number: W1713095 Status: Assigned Input Code: A Read-Only View

* Required Fields

Agency Bureau Code: 07071

Agency Name: DEPARTMENT OF HOMELAND SECURITY, DHS/CUSTOMS & BORDER PROTECTION

Agency Certified Amount: \$12,000.00

* Funding Authority: Non-Economy Act

* Billing Type: O: IFAC

* Billing Term: M: Monthly

* ALC: 70060800

* Account Code/BOAC: 705AAC

Agency Billing Contact: cbpinvoices@cbp.dhs.gov

Billing Contact Name: Invoices, CBP

Billing Contact Phone: (317) 469-8762 Ext

Funding Agency Code (FPDS)

Funding Office Code (FPDS)

Hold Billings: No

Customer Order Number: CBP may enter any number here for their tracking purposes

Fiscal Station Number

Requisition ID

Agency/Customer BPN/DUNS

Billing Office Name: DHS CUSTOMS AND BORDER PROTECTION

Agency Finance Billing Address: 8850 TELECOM DRIVE

Street Address

City: INDIANAPOLIS

State: Indiana

Zip Code: 46278 -

Save Save & Proceed >>> Reset Form

Documentation Comments

- As the Work Request is vetted and becomes an RWA, customers and GSA can view and update data through the various data entry screens (left pane).
 - Customer specific data (first 4 tabs)
 - GSA specific data (final 3 tabs)
- Customers should begin entering data in eRETA at the same time they would previously have started the 2957 Form or whenever a GSA estimate is received
- Magnifying glass icons provide “lookups” to query BOACs or ALCs if these codes aren’t memorized

Entering RWA Information (Accounting Details)

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

Add Agency Accounting Detail Line

Agency Certified Amt \$42,747.00

* Agency Fund Year 2018

* Fund Type N: No Year

Expiration Date of Obligational Authority

* Authorized Line Amt \$ 7,247.00

* Treasury Symbol 014 X5579000

Accounting Line #3

* Agency Accounting Data

(Limited to 255 Characters)

Save Cancel Reset

Agency Accounting Detail Lines Help

Line to Bill	Created Date	Modified Date	Treasury Symbol	Fund Year	Fund Type	Exp Date of Oblig Auth	Authorized Line Amt	Agency Accounting Data	Modify Delete
<input checked="" type="radio"/>	03/07/2018	03/07/2018	01420182 019 0102000	2018	Multi-Year	09/30/2019	\$5,000.00	Accounting Line #2	
<input type="radio"/>	03/07/2018	03/07/2018	01420182 018 1611000	2018	Annual	09/30/2018	\$30,000.00	Accounting Line #1	

Agency Cert Amt: \$42,747.00 Authorized Line Amt: \$35,000.00

Records found. Displaying page 1 of 1 1

- Enter the appropriation(s) funding this RWA including the fund year, fund type, fund expiration date, Treasury Symbols, and Accounting Data (all data is transferred to future billing statements for easy reconciliation).
- Multiple funding sources (e.g. multiple appropriations) can fund an RWA. However the sum of all sources must equal the authorized amount.
- If multiple funding sources provided, only one funding source can be billed at a time. Check the "Line to Bill" column

Capturing RWA Signatures

The screenshot shows the RETA (Real Estate Tracking and Application) system interface. The top navigation bar includes links for SEARCH, DATA ENTRY, FINANCIAL REVIEW, DOCUMENTATION, and ESTIMATES. The user is logged in as external.DataEntryUser@gsa.gov. The main section is titled "Customer Approval" and displays the WR/RWA Number: W1713095, Status: Assigned, and Input Code: A. A sidebar on the left contains links for CUSTOMER INFORMATION, BILLING INFORMATION, ACCOUNTING DETAILS, CUSTOMER APPROVAL (highlighted), PBS INFORMATION, AUTHORIZING DETAILS, and PBS APPROVAL. The main content area includes a "NEW" button and a link to "Click here for signature option instructions". Below this, there are two radio buttons: "Electronic Signature Request" (selected and highlighted with an orange box) and "Manual Signature". The "Electronic Signature Request" section contains fields for "Signature of Fund Certifying Official" (Not Yet Signed), "Fund Certifying Official" (nicole.rhodes@cbp.dhs), "Name of Signer" (Rhodes, Nicole), "Certifying Official's Phone" (202-391-8247), and "Date". There is also a "Print Form 2957" button. A checkbox indicates "I certify that the RWA has been signed by a Fund Certifying Official and either delivered to PBS or uploaded here on this page." Below this is an "Upload New" button. A table with columns "Document Type", "Document Name", "Upload Date", and "Delete" is shown, with a message "No records found". At the bottom, there are "Save", "Send to GSA", and "Reset Form" buttons.

- The new “Customer Approval” screen allows customer agencies to opt in to sign their RWAs digitally - just select “Electronic Signature” and enter the email of the Fund Certifying Official - that’s it!
- The Fund Certifying Official will receive an email from “eSignLive” to apply his/her signature after GSA enters and verifies all information already entered in RETA/eRETA
- Alternatively, customers can still print out the form, have it signed, scan it back in, and upload it into eRETA if they prefer the “Manual Signature” option

Digital Signature Email and eSignLive

RWA_F1643770_Mobile_AL_003 - eSign this package sent by John Doe

Inbox x



RETAAdmin <RETAAdmin@gsa.gov>

to me

8:20 PM (0 minutes ago)



Hi Jane Doe,

Jane Doe has added you as a Signer to the e-SignPackage "RWA_F1643770_Mobile_AL_003".

Please click the "Sign/Review" button below to apply your digital signature to this RWA - a new tab or window will open.

Two actions are required:

- 1) Accept the "ESign Disclosures and Consent" document
- 2) Review the RWA 2957 Form and sign in the appropriate block

Below is a summary of the RWA to be signed.

Customer Agency: DEPARTMENT OF JUSTICE,DEPARTMENT OF JUSTICE

Customer POC: Ksenia Petrikova,ksenia.petrikova@gsa.gov

GSA POC: Satish Nadipalli,satish.nadipalli.fp@vencore.com

Building: FB/CT,PROJ. LOCATION TO BE DETERMINED,MOBILE,AL

Description: test

For more information, please contact the appropriate POC listed in RWA F1643770.


[Click here to Sign / Review](#)

The General Services Administration

[1-800-488-3111](tel:1-800-488-3111) / DSSTeam@gsa.gov

www.gsa.gov

Please review and sign this Document by scrolling and clicking on the "Click to Sign" or "Click to Initial" boxes as indicated by the yellow stickies.

25Z. If applicable, enter the Total Line Amount from any attached sheet(s) here		\$0.00
26. Grand Total		\$ \$5,367.09
27A. GSA Project Contact Name Patrick Campbell		
27B. GSA Project Contact Phone Number (303) 236-2756	27C. GSA Project Contact E-Mail Address patrick.campbell@gsa.gov	
28A. GSA Approving Official's Signature  Click to Sign		28B. Date
28C. GSA Approving Official's Phone Number (202) 208-6177		28D. GSA Approving Official's Name Steve Sacco
28E. GSA Approving Official's E-Mail Address steven.sacco@gsa.gov		29. Seller/General Services Administration Business Partner Network/DUNS Number (BPN/DUNS) 177084642
RWA COMPLETION AND CLOSEOUT INFORMATION		
30A. Substantial Completion Date 09/30/2017	30B. Financial Closeout Date (Term Date)	

GSA 2957 (REV. 9/2016) PAGE 2



Amend and Update Existing RWAs

RWA Summary Page

Status: Submitted Successfully Last Modified By: eric.breece@gsa.gov [Read-Only View](#) Form 2957 Print

Input Code: Last Modified: 1/12/2016

Select Input Code: **Customer Administrative Change - E Input code** **Apply** Financial information as of Pegasys last download: 03/08/2016 07:43 ET

CUSTOMER INFORMATION

BILLING INFORMATION

ACCOUNTING DETAILS

CUSTOMER APPROVAL

PBS INFORMATION

AUTHORIZING DETAILS

PBS APPROVAL

RWA #:	N1407851	REXUS Lease Project #:		Acceptance/Start Date:	10/01/2015
Estimate Tracking #:	SCTX0100515364007	Lease #:		Completed/Cancelled Date:	
Work Site:	TX1931ZZ	Building Type:	Leased	Last Billed Date:	
Building Name:	BENTSEN TOWER			<Pending> Financial Term Date:	
				Financial Close-Out Letter Date:	
Agency Name:	JUDICIARY				
Bureau Name:	DISTRICT COURTS OF THE UNITED STATES				
ABC:	01005	PBS Office Symbol:	7PSB-MC	Customer DUNS:	
ALC:		Organization Code:	P07250B1	Seller (GSA) DUNS #:	130943272
BOAC:	10752R	Organization Name:	BORDER SERVICE CENTER		
Agency Fund Year:	2016	Overhead Rate:	0.093336	Treasury Symbol:	
Agency Fund Type:	A-Annual	Interfund PDN:			
Exp Date Obl Auth:	09/30/2016	Interfund PLN:		Requisition ID #:	
Customer Order #:	bs 16467900018				
Agency Accounting Data: 16 092000 D05TXSC 2515					
Customer funding information is as of the most recent submission; a history of customer funding is available under the 'RWA History' link.					
Accepted Authorized Amt:	\$8,193.29	Direct Costs:	\$0.00	Chargeback Amount:	\$0.00
Commitments:	\$0.00	Reg. Mgmt. Fee:	\$0.00	Bill Type:	N-NonIPAC
Obligations:	\$0.00	Overhead Assessed:	\$0.00	Bill Term:	Q-Quarterly

- Customer agencies can submit administrative amendments instantaneously - without having to wait for GSA approval
- Administrative changes include: updates to customer POCs, add Customer Order Number, FPDS codes, and DUNS number
- Other amendments can be initiated in eRETA and sent to GSA for review and acceptance. This includes amendments such as changes to: Billing codes, Funding codes, Scope changes, and/or authorized amount changes (some of these changes will require new signatures)

Amendment Summary

Summary of Requested Changes					
SUMMARY		WR/RWA Number: N1387298	Status: Mod-Initiated	Input Code: X	Read-Only View
	Field	Before	After		
CUSTOMER INFORMATION	1 - Customer Information				
	Agency POC	candie_cole@ctd.uscourts.gov	candie_cole@ctd.uscourts.gov		
BILLING INFORMATION	Agency RWA Mailbox				
	Description of Requirements	Maintenance and repairs of AC equipment in the computer rooms in the Hartford courthouse.	Maintenance and repairs of AC equipment in the computer rooms in the Hartford courthouse.		
ACCOUNTING DETAILS	Overtime Utilities				
	Related RWA Number(s)				
CUSTOMER APPROVAL	Requested Service Start	08/28/2015	08/28/2015		
	Requested Service End				
AMENDMENT SUMMARY	Request is for Multiple Buildings	No	No		
	Room Number/Specific Location in Facility				
PBS INFORMATION	Work Related to Other RWA(s)	No	No		
	2 - Billing Information				
AUTHORIZING DETAILS	Account Code/BOAC	101362	101362		
	✦ Agency Billing Contact	candie_cole@ctd.uscourts.gov	scott_teman@ca2.uscourts.gov		
PBS APPROVAL	Agency Bureau Code	01005 - JUDICIARY - DISTRICT COURTS OF THE UNITED STATES	01005 - JUDICIARY - DISTRICT COURTS OF THE UNITED STATES		
	Agency Certified Amount *	\$2,859.00	\$2,859.00		
	Agency/Customer BPN/DUNS				
	ALC				
	Billing Term	Monthly	Monthly		
	Billing Type	Non-IPAC	Non-IPAC		
	✦ Customer Order Number		XYZ 123 - ABC		
	Fiscal Station Number				
	Funding Authority	Non-Economy Act	Non-Economy Act		
	Funding Agency Code (FPDS)	1027	1027		
	Funding Office Code (FPDS)	4614	4614		
	Requisition ID				
4 - Customer Approval					

- The “Amendment Summary” tab helps the customer and GSA to easily identify what field(s) have been changed on the amendment request.
- This tab is generated on any customer initiated amendment that requires GSA to review it before acceptance (in other words, any non-administrative change)

eRETA Quiz Questions - Part 2

- 3. What point in the project lifecycle should a customer submit a Work Request to GSA?**
- A. The first moment the customer identifies the project or service need
 - B. Only after requirements and cost estimates have been fully vetted with a GSA Project Manager
 - C. After the customer has filled out and signed the RWA 2957 Form

A. The first moment...

- 3. Does my agency need to have dedicated funding set aside for a project or service before I can submit a work request in eRETA to GSA?**
- A. Yes, submitting one before funding is secured violates appropriations law
 - B. No, a Work Request only identifies a potential need, it is not a contractual agreement yet

B. No, a Work Request only identifies a potential need...



Questions?

- Lots of eRETA info available at www.gsa.gov/ereta
- Lots of RWA info available at www.gsa.gov/rwa
- eRETA System question? eRETA@gsa.gov
- General RWA question? AskRWA@gsa.gov
- Specific question on an RWA project or service?
 - Contact the regional RWA Manager (see map) or locate the GSA Project Manager email in eRETA



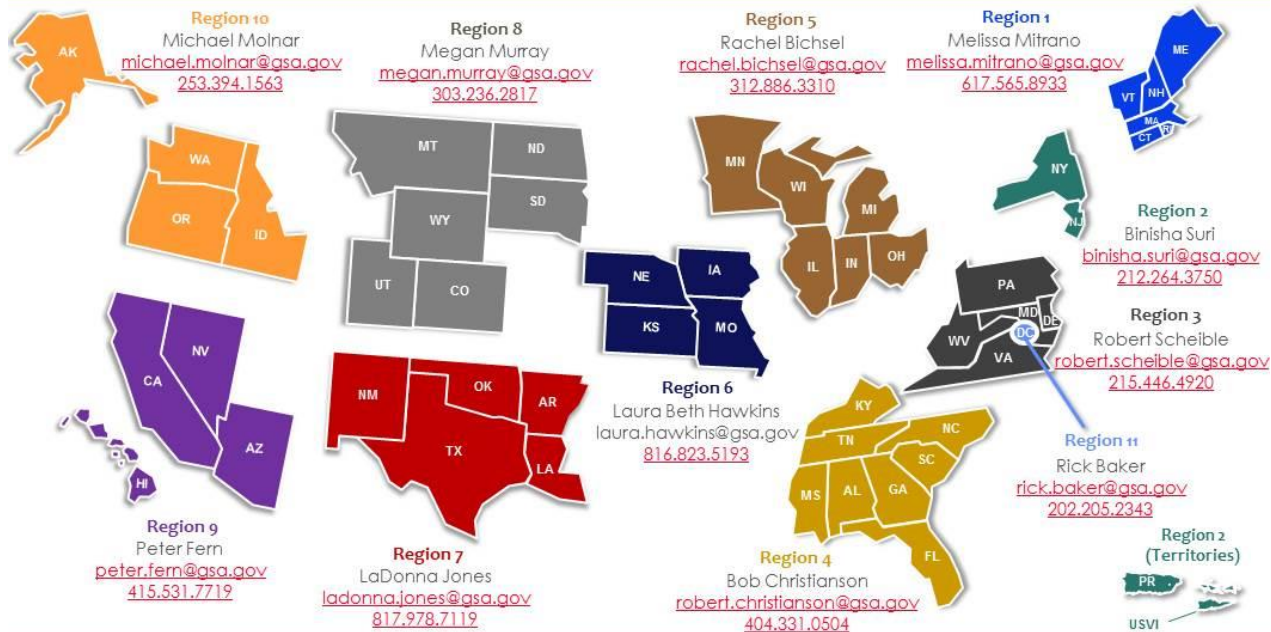
Regional RWA Managers



January 2018

PBS Office of Project Delivery

GSA PBS Reimbursable Services RWA Managers



Project Delivery Excellence Division
Keith Colella
Director
202.961.4119



Thank you for joining us today for a discussion on
RWAs and RETA / eRETA Application's new features

Training materials, including PDF User Guides and video recordings of previous training demonstrations, are available at:

www.gsa.gov/ereta

Our next ***Client Enrichment Series*** session will be
FY18 RWA Policy Updates

3/15 at 1:00 pm Eastern

Visit our site at www.gsa.gov/ces or email us at clientenrichmentseries@gsa.gov

See our Client Enrichment Series sessions on YouTube!